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STATE
OF
GEORGIA

Recommendation for disposing of Park receipt forms.

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed <div style="text-align: right; font-size: 1.2em;">JUN 5 1972 / 67 JUN 7 1972</div>	
2. Agency Application No. 50-1		3. AGENCY, Division, Subdivision & Administering Office Address Department of State Parks 270 Washington St. S.W. Atlanta, Georgia 30334 Accounting Division		4. Person to Contact E. Guy Dasher	
				5. Working Title Chief Accountant	
				6. Tel. No. 656-2774	
7. ACTION REQUESTED					
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input type="checkbox"/> RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; <input type="checkbox"/> NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates		9. EXACT SERIES TITLE Camping and Cabin Rental Receipts			
10. What function performed resulted in creation of this series It is the responsibility of the Accounting Division to account for all funds received by the Department of State Parks. The issuance of camping and cabin rental receipts is one means for performing this task.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any Department of State Parks Camping and Cabin Rental Receipts (no form number)					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers					
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				By Annual Accumulation	This Year's Last Year's Preceding Year's All Prior Years'
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? Accounting Office Record ☒ ☐
14. Is there a duplication of this series in another office or agency? In each State Park ☒ ☐
15. Is the information contained in this series ever summarized or published? Weekly Report of revenue received; Accounting Ledger ☒ ☐
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series document policies and procedures of agency's operation or function? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? They are needed to support the money collected only. ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Is the series affected by Federal or grant funds? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER see Attachment, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area _____ month(s) / 1 year(s), then: (Park Copy)

1 ☒ Destroy.

2 ☒ Transfer to records center; hold 1 year(s), then: (Gen. Office Copy)

a ☒ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or _____ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

AGENCY RECOMMENDATIONS: This Agency recommends that the file series be cut off at the end of each Fiscal Year and handled as follows: 1. Transfer Gen. Office copy to Records Center, hold 1 year, then

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE) destroy.

26. Inventory taken by E. Guy Dasher	Recommendations prepared by E. Guy Dasher	Approved for Division Date	Records Management Officer Date
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>George T. Dasher</i>	Date <i>6/5/72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History Dept. of Audit <i>William M. Dasher</i>	Date <i>6-7-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Gen. W. J. Tamm</i>	Date <i>6-7-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Don Strock</i>	Date <i>6-7-72</i>

(25. AGENCY RECOMMENDATIONS - Continued)

2. Hold Park copy in current file 1 year then destroy.